

TRANSPORTATION AND DISTRIBUTION  
POLICY & PROCEDURES MEMORANDUM NO: 97-01

**HAZARDOUS MATERIALS TRAINING FOR TRANSPORTATION AND  
PACKAGING PERSONNEL**

1. Reference:

(a) DLAM 4145.3, Preparing Hazardous Materials for Military Air Shipments of 25 November 1994.

(b) DLA Environmental Training Plan of June 1995.

(c) DoD 4500.9-R, Defense Transportation Regulation (DTR), dated 22 April 1996, and amendments thereto.

2. GENERAL: This policy provides Defense Logistics Agency (DLA) guidance on the safe transport and packaging of hazardous materials (heretofore known as HAZMAT) for the DoD. The purpose of this policy letter is to highlight the responsibilities and training requirements necessary to ensure the safe handling, packaging and transporting of HAZMAT by the DLA employee. **This policy is effective until modified.**

3. BACKGROUND: The transportation of HAZMAT is an essential mission of DLA. All personnel involved with the preparation and shipment of HAZMAT must be provided with the necessary policy guidance and training required for safe packaging, transporting and handling of HAZMAT.

4. RESPONSIBILITY: The activity commander is responsible for carrying out this policy. The policy is applicable to all personnel involved in the acceptance, transport, packaging and packing of HAZMAT. This policy letter should be disseminated to the above personnel no later than 30 days from the date of receipt of this letter.

5. TRAINING AND CERTIFICATION QUALIFICATION REQUIREMENTS:

The following personnel shall successfully complete the initial and refresher training as prescribed by the DTR, Chapter  
2

204-5, E., 1. and 2., or at a school identified in DLAM 4145.3, at Attachment 28 of DLAM 4145.3, or reissues hereto:

(a) Distribution personnel who certify HAZMAT for packaging and transportation. Authority to certify requires written appointment from the commander of the field activity and only after the employee successfully completes training.

(b) Requests to attend a school other than those listed in the DLAM 4145.3, Attachment 28, which may offer comparable training, must be forwarded for approval to HQ DLA (MMLSD).

#### 6. DLA PERSONNEL PERFORMING RELATED HAZMAT FUNCTIONS:

a. Personnel who fill functions, as described at Chapter 1, Section B of DLAM 4145.3, *Training Requirements*, and do not certify HAZMAT; do not have the responsibility to tender the shipment, but are involved in the handling, movement, marking (other than Certifier's Mark), and provide direct administrative support for the transportation of HAZMAT or operate organic transport vehicles (including forklift, truck or rail), shall receive training as described below:

(1) General Awareness/Familiarization Training. (The training is available through DLA Environmental Training Plan, Appendix E.)

(2) Function (Task-Specific) Training. (Refer to R-530 (PC-POP) of the DLA Environmental Training Plan.) **NOTE:** Training is accomplished through DOSO-DH.

(3) Safety training, to include emergency response information, employee protection from HAZMAT in the workplace, methods and procedures to avoid HAZMAT accidents, and OSHA/EPA training to comply with the hazard communication program. The training is available through Defense Civilian Personnel Support Office (DCPSO), as listed in the DLA Environmental Training Plan.

(4) HAZMAT Organic/Military Driver Training.

(a) Refresher Training. Personnel shall receive refresher training every **two (2)** years in order to

3

continue to certify or otherwise be involved in the HAZMAT process of preparation, packaging and handling of HAZMAT for transportation.

(b) Training Records. All HAZMAT training must be recorded, to include the dates of completion and expiration.

(c) Testing. HAZMAT testing will be accomplished IAW 49 CFR Part 172.704. Employees who are certified must successfully pass a written test. The test records must be maintained in a database management system by the employees personnel office and be available for review.

7. Request this policy be disseminated through the respective Human Resource Offices to ensure timely scheduling of mandatory training for the personnel cited above.

8. CONCLUSION: This is an MMLST/MMLSD coordinated message. MMLST point of contact is Betty Y. Slanta at (703) 767-3638 or DSN 427-3638. MMLSD points of contact are Frank Guerrero at (703) 767-3511, DSN 427-3511 and Joe Maloney at (703) 767-3541, DSN 427-3541. DOSO-DH point of contact is Tom McElwee at DSN 695-4788 or (804) 279-4788.

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